



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR ACCOUNTING OFFICER, SPECIALIST ACCOUNTS PAYABLE UNIT

\$4,400 - \$5,348

SACRAMENTO

RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator I (Supervisor), the Senior Accounting Officer, Specialist independently performs the more difficult and complex professional accounting duties. Duties include:

- Coordinates, develops, analyzes, and maintains the financial data.
- Develops and prepares monthly reconciliations of accounts receivable records using CALSTARS and Oracle general ledger account information.
- Identifies, analyzes, explains reconciling items in detail, and makes necessary correction to reconciling items.
- Analyzes and verifies the accuracy of CALSTARS and Oracle Financial reports.
- Reviews outstanding accounts receivable records and ledgers.
- Responsible for administering departmental collection procedures on aged outstanding accounts receivables. This involves preparing dunning letters, submitting uncollectible accounts to contracted collection agencies, and referring companies to the Legal Branch for review.
- Assists in the preparation of the year-end financial statements.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Knowledge and experience working with Oracle Accounts Receivable Module.
- Excellent communication and analytical skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Ability to work independently as well as part of a team.
- Good attendance.

WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Accounting Officer, Specialist level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis***

06/13/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
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of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Senior Accounting Officer #192-4567-006" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: **June 24, 2013 – Close of Business (5:00 p.m.)**

NOTE: **Interested individuals, including last eligibles, must submit applications by the final filing date in order to be considered for this position.**

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